



General OM Resources

Forms and Information Collection Due Dates

The following is an “at-a-glance” list of items to be collected and their respective due dates.

January 15	Student Health Forms	All delegate Health Forms have been submitted to the leader	<input type="checkbox"/>
January 25	Student Health Forms	Leader has gone online to indicate which Health Forms he/she has received.	<input type="checkbox"/>
February 1	Student Health Forms	Leader has mailed/faxed a copy of ALL student Health Forms to the program office: 888.222.8898 (toll-free).	<input type="checkbox"/>
February 9	Extra Passport Photos	Leader has collected two extra passport photos from each student and leader. (Both will be carried with leaders during travel.)	<input type="checkbox"/>
March 1	Leader Success Contract	Mail the signed leader Success Contract to your area director, (See sample in this guide. Download and print from your leader website.)	<input type="checkbox"/>
March 1	Student Acceptance Status	All students with a conditional or pending acceptance status must be resolved by this time.	<input type="checkbox"/>
March 1	Deviations	Ensure students' land and air deviation forms are submitted to the program office by March 1.	<input type="checkbox"/>
March 1	Student Apparel Sizes	All students' apparel sizes entered into your leader page.	<input type="checkbox"/>
March 1	Passport Photocopies	Collect three photocopies of each student and leader passport. (Return two copies at the time you collect passports. The leader carries one copy during travel, the student carries another, and one stays at home.)	<input type="checkbox"/>
March 1	Passport Information	Enter all student and leader passport info into the leader website.	<input type="checkbox"/>
April 1	CPR Certification	Mail, email, or fax a copy of your current updated CPR certification to your area director and your area coordinator.	<input type="checkbox"/>
April 1	Student Success Contracts	Collect a signed Success Contract from each student.	<input type="checkbox"/>
Varies	Passports	At your last orientation meeting, collect passports from all students. Use the Passport Sign-Off form available on your leader website.	<input type="checkbox"/>
Varies	Waivers	Collect signed activity waivers for your program from students (if applicable). These will be sent to you prior to departure.	<input type="checkbox"/>